



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
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MEMORANDUM

#00-05

TO: All Department and School Fiscal Officers

FROM: Valencia L. Beaty, Executive Assistant *VLB*

DATE: October 14, 1999

SUBJECT: SUPER CARD PROGRAM KICK-OFF

I am pleased to announce the kick-off for the new small purchase and travel card program (*hereinafter referred to as the "Super Card Program"*). PNC Bank has been awarded the statewide contract for the Super Card Program. As you may be aware, the former Diamond Card Program was cancelled due to continued problems experienced with First Union Bank (*see Cliff Edwards' Accounting Memorandum 99-10, May 17, 1999*). The former Travel Card Program contract with First Union Bank will officially terminate October 31, 1999.

Utilization of the new Super Card Program reduces the number of vendor invoices received and payment vouchers issued, thereby greatly cutting administrative costs. The new program will also allow for better control of procurement and travel processing. As with prior statewide card programs, there is no fee to participate. By partnering with PNC Bank, an industry leader, I am confident this program will be successful.

A general information meeting will be held at Polytech High School auditorium on October 21, 1999, at 9:30 a.m. Additionally, to ensure sufficient time is given to specific agency and school district needs, the Division of Accounting, along with PNC representatives, will meet individually with each agency and school district during the next several months. Shelley Stanley, Procurement Card Coordinator, will be contacting all agency and school district fiscal and/or business officers to schedule individual meetings with agency and school district

representatives upon request. In the interim, if you have questions pertaining to the new Super Card Program, do not hesitate to contact Shelley Stanley at 302-744-1054 or Phyllis Jurczak at 744-1052.

Attached is a copy of the new Super Card Program application. In an effort to streamline the application process, complete the attached application (make copies as needed) and return it to Shelley. If questions arise after reviewing the application, Shelley will gladly assist you.

Thank you for your patience over the past several months. I recognize many of you were inconvenienced during the selection of and transition to our new vendor. The Division of Accounting, Division of Purchasing and PNC Bank are committed to providing the appropriate information, training and high quality service you deserve as we launch this program. We are excited about this new program and look forward to working with you.

Cc: Clifford B. Edwards, Director, Division of Accounting
Phyllis Jurczak, Sr. State Accountant, Division of Accounting
Shelly Stanley, Procurement Card Coordinator, Division of Accounting